

CONFIDENTIAL

25 July 1955

MEMORANDUM FOR: Clandestine Services
Career Management Officer

SUBJECT : Senior Career Development Positions

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1. This will confirm a conversation of 21 July between [redacted] and myself with respect to requests for Senior Career Development Positions. The Director of Personnel and the Director of Training, on behalf of the CIA Career Council, jointly approve the allotment of Career Development Positions. In order that they may have the most authoritative recommendations on which to base their decisions, a request from the Clandestine Services for the allotment of a Career Development Position will be reviewed by the Clandestine Services Career Service Panel and a recommendation made on behalf of the Clandestine Services Career Board.

2. Special attention to the justification for the need for a Senior Career Development Position will be given to those cases wherein the developmental activity is being carried out wholly within the Clandestine Services complex. Developmental activities which do not involve formal training, but which do involve duty assignments and research projects should be amply documented, with respect to the scope, need for, and method of carrying out of the activity.

3. The administration of the Senior Career Development Program for the CIA Career Council is now the responsibility of the newly created Development Staff in the Office of Personnel. Included among those responsibilities is the monitoring of the progress of each person who has been assigned to a Senior Career Development Position, especially that which is not concerned with formal training. The Office of Training naturally has undivided responsibility for any CIA or external training that is involved. The Development Staff is also responsible for making periodic reports on each incumbent of a Senior Career Development Position to the authority which originally initiated the request for a Position, as well as for preparing reports on individuals, or on the program as a whole, as required by the CIA Career Council.

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4. There are attached the requests for Positions (and the files) concerning [redacted] and [redacted] from AF Division and SE Division respectively, which can be processed as soon as the recommendation of the Clandestine Services is received.

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Deputy Director of Personnel
for Planning and Development

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